

## **Business process for determining the eligibility of individuals for government subsidised training.**

These Guidelines apply to all enrolments in Victorian government subsidised training under the Victorian Training Guarantee.

### **DETERMINING AN INDIVIDUAL'S ELIGIBILITY FOR THE VICTORIAN TRAINING GUARANTEE**

#### Determining prior qualification for the purpose of eligibility

##### **1.1.**

For the purpose of applying the eligibility criterion relating to the highest qualification held, the following prior qualifications are **not taken into account**:

- a)
  - the Victorian Certificate of Education;
  - Victorian Certificate of Applied Learning (Intermediate or Senior);
  - International Baccalaureate Diploma; and
  - secondary school certificates from other Australian jurisdictions senior
  
- b) qualifications listed in the Foundation Skills List (**Attachment 1 to these Guidelines**)
  
- c) any VET certificates completed as part of a senior secondary qualification
  
- d) qualifications with the title 'Course in...' which are not aligned to a specified level within the Australian Qualifications Framework (AQF); and
  
- e) non-Australian qualifications, except where equivalency has been formally established with a qualification within the AQF.

##### **1.2.**

In accordance with the AQF and for the avoidance of doubt, Vocational Graduate Certificate and Vocational Graduate Diploma level qualifications are higher than qualifications at the Bachelor Degree level.

#### **Eligibility for accredited courses with the title 'Course in...'**

A number of courses with the title 'Course in...' are accredited. These are nationally recognised training products providing skills recognition leading to a Statement of Attainment, rather than the award of a qualification recognised within the Australian Qualifications Framework (AQF). They are not aligned with the AQF.

##### **1.3.**

**Enrolment** in a 'Course in...' is subject to the same Victorian Training Guarantee eligibility requirements as other enrolments.

##### **1.4.**

To address 'upskilling' requirements, an individual who holds a qualification no higher than Certificate IV is to be considered eligible to enrol in a 'Course in...' (subject to meeting other eligibility criteria).

**1.5.**

Qualifications at Diploma level or higher are considered higher than courses with the title 'Course in...'

**Eligibility for courses and qualifications on the Foundation Skills List**

**1.6.**

An individual is **not eligible** for government subsidised training under the VET Funding Contract in courses and qualifications on the Foundation Skills List (**Attachment 1** to these Guidelines) if the individual is:

- a. The holder of a qualification issued by an Australian higher education provider that is at AQF level 5 (Diploma) or higher.
- b. Enrolled in the Commonwealth Government's 'Skills for Education and Employment' program.

**Determining the number of courses in which an individual is eligible to enrol in 2014**

**1.7.**

An individual is eligible to enrol in and commence a **maximum of two government subsidised courses in 2014.**

**1.8.**

An individual is eligible to undertake a maximum of two government subsidised courses at any one time in 2014.

**1.9.**

If an individual is seeking to enrol in an Apprenticeship (not Traineeship), qualifications listed in the Pre-Apprenticeship and Pathway Qualifications (**Attachment 2 to these Guidelines**) will not be counted towards the course maximums outlined at Clauses 1.7 and 1.8.

**SECTION 2 ELIGIBILITY CRITERIA FOR INDIVIDUALS REFERRED UNDER PARTICULAR INITIATIVES**

Individuals referred to training under the particular initiatives set out below may not be required to meet particular aspects of the eligibility criteria detailed in Clause 2 of Schedule 1 of the VET Funding Contract.

*Asylum Seekers and Victims of Human Trafficking Initiative*

**2.1.**

Individuals referred to training under the Asylum Seekers and Victims of Human Trafficking Initiative must meet all Victorian Training Guarantee eligibility criteria except the citizenship/residency requirements set out at Clause 2.6(a) of Schedule 1 of the VET Funding Contract.

*Workers in Transition Program*

**2.2.**

Individuals referred to training under the Workers in Transition Program must meet all Victorian Training Guarantee eligibility criteria except the 'upskilling' requirement set out at Clause 2.6(b)(v) of Schedule 1 of the VET Funding Contract.

**2.3.**

Individuals referred to training under the Workers in Transition Program must present the RTO with a Workers in Transition Program Eligibility Letter issued by the Department of Education and Early Childhood Development (the Department) and a copy of a notification of employment separation. This notification may take the form of:

- a) a separation certificate; or
- b) a letter of separation from their previous employer/receiver on company/receiver letterhead; or
- c) a statement of service including the date of cessation of employment; or
- d) a letter specifying that retrenchment will occur on a nominated date from their current employer on company/receiver letterhead; or
- e) a Centrelink Employment Separation Certificate provided that the reason for separation falls within the following categories: 'shortage of work', 'unsuitability for this kind of work', or 'redundancy'.

**2.4.**

Referred individuals cannot enrol six months after the date shown on the front of the Eligibility Letter issued by the Department.

**2.5.**

The RTO must retain the Workers in Transition Program Eligibility Letter and a copy of the notification of employment separation for audit or review purposes.

**2.6.**

Individuals referred under this initiative that do not meet the 'upskilling' requirement must be reported to the Department through the use of the Eligibility Exemption Indicator field in the monthly Student Statistical Reports to be provided under the VET Funding Contract.

*Single and Teenage Parents Training Initiative*

**2.7.**

Individuals referred to training under the Single and Teenage Parents Training Initiative as being in the Guaranteed Access Cohort only do not have to meet the Victorian Training Guarantee eligibility criteria set out at Clauses 2.6, 2.7 (a) and (b) of Schedule 1 of the VET Funding Contract. This includes citizenship/residency, upskilling, and multiple enrolments requirements.

**2.8.**

**Individuals** referred to training under the Single and Teenage Parents Training Initiative as being in the Secondary Access Cohort must meet all Victorian Training Guarantee eligibility criteria.

**2.9.**

**Individuals** referred to training under the Single and Teenage Parents Training Initiative are eligible to enrol in training only at the Certificate II to Advanced Diploma level.

*Young People Transitioning From Care Initiative*

**2.10.**

Individuals referred to training under the Young People Transitioning From Care Initiative must meet all Victorian Training Guarantee eligibility criteria.

## **Automotive Supply Chain Training Initiative**

2.11.

Individuals referred to training under the Automotive Supply Chain Training Initiative must meet all Victorian Training Guarantee eligibility criteria except the 'upskilling' requirement set out at Clause 2.6(b)(v) of Schedule 1 of the VET Funding Contract.

2.12. Referred individuals must commence training within twelve months of the date of Department representative's signature in Part A of the referral form.

2.13.

The RTO must retain the original completed referral form for audit or review purposes and return a copy to:

Mr Andrew Williamson

DEECD

Training Participation and Facilitation Division

Level 3, 2 Treasury Place

East Melbourne VIC 3002

2.14.

Individuals referred under this initiative that do not meet the 'upskilling' requirement must be reported to the Department through the use of the Eligibility Exemption Indicator field in the monthly Student Statistical Reports to be provided under the VET Funding Contract.

## SECTION 3 EVIDENCE OF ELIGIBILITY FOR THE VICTORIAN TRAINING GUARANTEE

Evidence of an individual's eligibility for the Victorian Training Guarantee is to be sighted by the RTO for each Eligible Individual, prior to commencement in training, in accordance with these Guidelines.

### Evidence to be retained by the RTO for individuals referred under particular initiatives

#### 3.1

Prior to commencement in training, individuals referred to training under initiatives specified in Section 2 of these Guidelines must present the relevant Referral Form to the RTO. The RTO must retain a copy of the relevant Referral Form for audit or review purposes.

### Evidence to be retained by the RTO for Eligible Individuals

#### 3.2

Prior to the commencement of training, for each individual that the RTO **assesses as eligible** for the Victorian Training Guarantee, the RTO must:

a. complete in hard copy or electronically, the information and declarations specified in the Evidence of Eligibility and Student Declaration form at **Attachment 3** to these Guidelines

b. sight in hard copy original or certified photocopies of the original evidence of eligibility specified in the Evidence of Eligibility and Student Declaration form

#### 3.3

A certified photocopy is a photocopy of an original document which has been certified as being a true copy by a person listed at **Attachment 4** to these Guidelines.

#### 3.4

Certified photocopies that are scanned or faxed are not acceptable forms of evidence for the purpose of Clause 3.1(b).

#### 3.5

The Evidence of Eligibility and Student Declaration form must be completed by an authorised delegate of the RTO.

#### 3.6

An authorised delegate of the RTO is defined as:

a. an employee/s of the RTO who has been formally delegated this function from the CEO or equivalent and written evidence of such a delegation is available at audit,

or

b. a duly authorised agent of the RTO, and a legally binding agreement between the RTO and the agent is in place and available at audit.

#### 3.7

The Evidence of Eligibility and Student Declaration form does not replace existing eligibility assessment processes or student enrolment forms. Completion of the Evidence of Eligibility and Student Declaration form alone does not constitute a comprehensive eligibility assessment.

### 3.8

Eligibility assessment processes must involve informative discussions with applicants, as well as comprehensive assessments of the circumstances against the eligibility requirements of the VET Funding Contract, including any variations to that VET Funding Contract.

### 3.9

The RTO must make available to the Department (or persons authorised by the Department) for audit or review purposes, the information and copies of evidence specified in Clause 3.1(a) and (b). Electronic completion of the Evidence of Eligibility and Student Declaration form

### 3.10

The RTO may choose to complete, and have individuals complete, the Evidence of Eligibility and Student Declaration form electronically. If the Evidence of Eligibility and Student Declaration form (or equivalent) is completed electronically, the RTO must ensure:

- a. that the information collected is exactly the same as that which would have been collected had the Evidence of Eligibility and Student Declaration form been used,
- b. that the authorised delegate of the RTO completes the information in Section A, including their name and position, and undertakes an electronic action equivalent to their signature upon sighting the individual's evidence of eligibility in hard copy, and
- c. that the individual completes the information in Section B and undertakes an electronic action equivalent to their signature.

### 3.11

Electronic completion of the Evidence of Eligibility and Student Declaration form (or equivalent) does not in any way remove or negate the requirements for the individual to provide and the RTO to sight hard copy documentation in support of eligibility.

## **Proxy declarations for individuals in exceptional circumstances**

### 3.12

In absolutely exceptional circumstances where an individual is unable to provide any of the listed documents specified in the Evidence of Eligibility and Student Declaration form a proxy declaration, being a signed declaration by the CEO of the RTO or of a relevant government or community service provider, may be acceptable pending the approval of the Department.

### 3.13

The RTO must make all reasonable efforts to assist an individual to demonstrate their citizenship/residency status in the conventional way, with a proxy declaration being used in exceptional and specific circumstances only.

### 3.14

The RTO must seek the approval of the Department for each individual for whom a proxy declaration is being proposed. Cases should be presented as robustly as the circumstances allow via the enquiry function of the Skills Victoria Training System (or successor).

### 3.15

Proxy declarations are not acceptable where an individual has simply been reluctant to incur the cost or inconvenience of obtaining relevant documents.

### 3.16

The RTO may be required to demonstrate its decision making process in this regard and to show the proxy declaration at audit.

## Attachment 1

### FOUNDATION SKILLS LIST

The following list will be updated from time to time as determined by the Department and in line with updates to accreditation status.

#### Course code

LNSUPPORT Literacy and Numeracy Support

#### Domain A:

#### General education, vocational pathways and literacy and numeracy

Course code/ Qualification

#### General education

22234VIC Course in Initial General Education for Adults  
22235VIC Certificate I in General Education for Adults (Introductory)  
22236VIC Certificate I in General Education for Adults  
22237VIC Certificate II in General Education for Adults  
22238VIC Certificate III in General Education for Adults

#### Work and vocational pathways

22213VIC Course in Recognised Informal Learning  
FSK10213 Certificate I in Skills for Vocational Pathways  
FSK10113 Certificate I in Access to Vocational Pathways  
FSK20113 Certificate II in Skills for Work and Vocational Pathways

#### Language, literacy and numeracy support

21890VIC Certificate I in Initial Adult Literacy and Numeracy (Entry)  
21891VIC Certificate I in Initial Adult Literacy and Numeracy (Foundation)  
21892VIC Certificate I in Initial Adult Literacy and Numeracy (Established)

#### Indigenous-specific courses

22215VIC Certificate I in Mumgu-dhal tyama-tiyt  
22217VIC Certificate II in Mumgu-dhal tyama-tiyt  
22218VIC Certificate III in Mumgu-dhal tyama-tiyt

#### Senior secondary study

VCALFND001

Victorian Certificate of Applied Learning (Foundation)

**Domain B:**

**English as an Additional Language (EAL) and related courses**

Course code / Qualification

22259VIC Course in EAL

22250VIC Certificate I in EAL (Access)

22251VIC Certificate II in EAL (Access)

22253VIC Certificate III in EAL (Access)

22256VIC Certificate IV in EAL (Access)

22252VIC Certificate II in EAL (Employment)

22254VIC Certificate III in EAL (Employment)

22257VIC Certificate IV in EAL (Employment / Professional)

22255VIC Certificate III in EAL (Further Study)

22258VIC Certificate IV in EAL (Further Study)

10361NAT Course in Preliminary Spoken and Written English

10362NAT Certificate I in Spoken and Written English

10363NAT Certificate II in Spoken and Written English

10364NAT Certificate III in Spoken and Written English

10365NAT Certificate IV in Spoken and Written English – Further Studies

10366NAT Certificate IV in Spoken and Written English – Employment

**Domain C:**

**Disability-specific courses**

Course code Qualification

22129VIC Certificate I in Transition Education

22128VIC Certificate I in Work Education

*Note: These categories are limited to the specific qualifications listed or their equivalent as determined by the Department.*

## Attachment 2

### PRE-APPRENTICESHIP AND PATHWAY QUALIFICATIONS

The following list will be updated from time to time as determined by the Department.

#### Course code / Qualification

AUR20712 Certificate II in Automotive Vocational Preparation  
22015VIC Certificate II in Automotive Studies (Pre-Vocational)  
CPC20211 Certificate II in Construction Pathways  
22216VIC Certificate II in Building and Construction (Bricklaying, Carpentry, Painting and Decorating, Wall and Ceiling Lining, Wall and Floor Tiling and Solid Plastering) Pre-apprenticeship  
22145VIC Certificate II in Joinery/Shopfitting/Stairbuilding Pre-apprenticeship  
22003VIC Certificate II in Signage  
22138VIC Certificate II in Plumbing (Pre-apprenticeship)  
FDF20510 Certificate II in Retail Baking Assistance  
ICP20110 Certificate II in Printing and Graphic Arts  
LMF20309 Certificate II in Furniture Making  
LMF20411 Certificate II in Glass and Glazing  
22067VIC Certificate II in Furnishing (Pre-Apprenticeship – Flat Glass Working)\*  
22209VIC Certificate II in Engineering Studies  
MTM20411 Certificate II in Meat Processing (Food Services)  
UEE22011 Certificate II in Electrotechnology (Career Start)  
21887VIC Certificate II in Electrotechnology Studies (Pre-vocational)  
SIH20111 Certificate II in Hairdressing

## Attachment 3

### Certifying Documents

To have a document certified, an individual must take the original and a photocopy to an authorised person. The authorised person must write on every page of the copy document “I have sighted the original document and certify this to be a true copy of the original”, sign each statement and provide their designation, for example “Pharmacist”.

#### Authorised persons include:

- ✓ a justice of the peace or a bail justice
- ✓ a public notary
- ✓ an Australian lawyer (within the meaning of the Legal Profession Act 2004)
- ✓ a clerk to an Australian lawyer
- ✓ the prothonotary or a deputy prothonotary of the Supreme Court, the registrar or
- ✓ the deputy registrar of the County Court, the principal registrar of the Magistrates' Court or the
- ✓ registrar or the deputy registrar of the Magistrates' Court
- ✓ the registrar of probates and the assistant registrar of probates
- ✓ the associate to a judge of the Supreme Court or of the County Court
- ✓ the secretary of a master of the Supreme Court or of the County Court
- ✓ a person registered as a patent attorney under Chapter 20 of the Patents Act 1990 of the
- ✓ Commonwealth
- ✓ a member of the police force
- ✓ the sheriff or deputy sheriff
- ✓ a member or a former member of either House of the Parliament of Victoria
- ✓ a member or a former member of either House of the Parliament of the Commonwealth
- ✓ a councillor of a municipality
- ✓ a senior officer of a council as defined in the Local Government Act 1989
- ✓ a registered medical practitioner within the meaning of the Medical Practice Act 1994

- ✓ a registered dentist within the meaning of the Dental Practice Act 1999
- ✓ a veterinary practitioner
- ✓ a pharmacist
- ✓ a principal in the (State) teaching service
- ✓ the manager of a bank
- ✓ a member of the Institute of Chartered Accountants in Australia or CPA or the
- ✓ National Institute of Accountants
- ✓ the secretary of a building society
- ✓ a minister of religion authorised to celebrate marriages (not a civil celebrant)
- ✓ a person employed under Part 3 of the Public Administration Act 2004 with a classification
- ✓ that is prescribed as a classification for statutory declarations, or who holds office in a
- ✓ statutory authority with such a classification
- ✓ a fellow of the Institute of Legal Executives (Victoria).

Source: Victorian Department of Justice